**Lewisville Noon Rotary**

**(Est. 1962)**

**2024-Donation Request**

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Name of Organization, Group or Individual Contact Person

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address City State Zip

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Phone # Fax # E-mail

Amount Requested\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Federal Tax ID\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How long has your organization been operating? \_\_\_\_\_\_\_\_\_\_\_

How do you qualify as a non-profit? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Briefly describe the purpose of your group. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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How do you obtain your operating funds? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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What percentage of your organization’s annual revenue is allocated to administration costs? \_\_\_\_\_\_\_\_\_ %

How many people does this group serve? \_\_\_\_\_\_\_\_\_\_\_\_\_    What age group? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What area do you serve? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please give a specific example of how you have helped someone that reflects the purpose

of your organization. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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What would this donation be used for? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Lewisville Noon Rotary**

**(Est. 1962)**

**2024 Donation Request** **Policy**

**General Policy**

Lewisville Noon Rotary is committed to positively impacting the communities it serves by providing assistance to local (Denton County) non-profit organizations and charities. The following Donations Request Policy has been developed to create consistency and fairness to organizations that ask for support. Since Lewisville Noon Rotary receives a large volume of requests, please be aware that we attempt to fulfill as many requests as possible and cannot guarantee that every donation request will be met.

**Area Focus**

Lewisville Noon Rotary places priority on giving qualified 501© 3charitable organizations and non-profit institutions whose primary mission is to encourage reading, literacy, education, etc. Priority is given to charitable organizations within the various communities we serve. These communities are primarily Lewisville, Flower Mound and Highland Village.

**Exclusions**

Lewisville Noon Rotary is unable to honor requests or make contributions to the following:

* Donations to labor, social or political groups
* Donations to benefit specific individuals or families
* Donations intended for online auctions
* Donations intended for resale
* Donations for merchandise
* Donations for participation in school coupon books
* Donations for participation in advertising or promotions

**Application Requirements**

* All donation requests must be submitted by email using the 2023-Lewisville Noon Rotary

 “Donation Request Form” and must be received by Friday, **January 26, 2024.**

* Submit the Request for Donation form by email to mary.jennings51@verizon.net
* In an effort to fulfill as many requests as possible, Lewisville Noon Rotary Club will only honor one request per organization in a year’s time.
* Incomplete applications will not be considered.  The application**MUST** be filled out completely and this form signed and returned for the committee to process your request.

**Processing of Application**

* Please allow a minimum of **four weeks** to process your donation request.  During holidays and other busy seasons, it could take up to **six weeks** for processing.

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* Due to high volume of requests received, Lewisville Noon Rotary Club asks that telephone calls or email inquiries regarding the status of your request not be made.
* Approved Requests:  The requesting organization will receive a notification via email indicating if your request has been approved.
* Awards: Approved donations will be awarded to the organization’s representative at one of our regularly scheduled Wednesday lunch meetings.  Please note that donation requests are filled through Lewisville Noon Rotary Club.
* **All donation decisions made by the Lewisville Noon Rotary Club are final, and you will be contacted if your request for donations has been approved.**

Please acknowledge that you have read and understand the Donation Request Policy outlined above, and that your organization meets our requirements as stated by entering your name below.

**Requester’s Name and Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

(Please Print)

**Name of Organization \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Requester’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Requester’s Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Submit the Request for Donation form by email to: Mary Jennings, mary.jennings51@verizon.net, by Friday, January 26, 2024**